

~~CONFIDENTIAL~~

3 May 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 10-000-3

SUBJECT: Loss or Compromise of Classified Documents or Information

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1. CIA Regulation [redacted] paragraph I, requires that the Assistant Director for Personnel immediately inform the Director of Security of the loss or compromise of classified documents or information within the Office of Personnel. The Executive Officer, Office of Personnel, will serve as the central point of contact and coordination on such matters within the Office of Personnel. While reports to him will ordinarily be made through normal administrative channels within the Office, they will not be delayed because any official in the normal channel is not immediately available to receive and transmit the report.

2. Any employee of the Office of Personnel who discovers an actual or potential loss or compromise will immediately report such information and furnish any pertinent documents to his immediate supervisor who will report the incident to the Executive Officer through normal channels. The initial report will be made orally but will include all important information known at the time.

3. The Executive Officer will obtain a written report from the appropriate Division or Staff as quickly as possible. This report will be addressed to the Director of Security for signature by the Assistant Director for Personnel and will include all pertinent information which can be developed within a reasonable period of time. The essential requirement is speed in reporting the occurrence to the Director of Security with due regard to the accuracy of the report.

[redacted]  
George E. Meloon  
Deputy Assistant Director  
for Personnel

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*Permitted by  
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